

THE WASHINGTON UNION.

The Organization of the Executive Departments of the Government of the United States.

STATE DEPARTMENT.

The whole machinery employed to conduct the business arising out of our foreign relations with all the powers of the world is far more simple than is generally conceived. The number employed in the Department of State of the United States is very numerous, as follows: (1) Clerks, 16; (2) Assistant Clerks, 1; (3) Clerks of the Auditor of State, (Herr John Appleton,) one chief clerk, twelve clerks, one transcriptor, and one librarian.

Diplomatic Branch.—This branch of the State Department is charge of all correspondence between the department and other diplomatic agents of the United States abroad, and also of all instructions given by the department to those agents, and diplomatic instructions sent from the department, and communications to commissioners under treaties of boundaries, &c., are prepared, copied, and recorded; and all of like character received are copied and filed, their contents being reduced to extracts, and placed in boxes.

Consular Branch.—This branch has charge of the correspondence between the department and the consular agents of the United States. It instructs its consuls, and answers to their despatches and to letters from them, and transmits to the department, or, relating to such letters, are prepared and recorded.

Commercial Branch.—It has charge of all correspondence, and other matters connected with accounts relating to any fund with the disbursement of which the department is charged.

The Postmaster.—His duties are to furnish such transcripts as the department may require. He also records the examinations of consuls and vice consuls, whether in English, upon which enclosures are made.

Postmaster General.—He is responsible for the management of the department, and, with his assistants, are prepared and recorded.

Chief Clerk.—He makes out and records commissions, letters of appointment, and nominations to the Senate; makes out and records exequaturs, and records, when in English, the documents on which they are based. The chief clerk is also responsible for the preparation of the rolls, or documents of the rolls, or documents of the department; and the preparation of copies thereof, which are distributed among several bureaus, as follows: The appointment of officers, in charge of the various posts; the appointment of clerks, in charge of the various posts; the appointment of postmasters, and postmistresses, and other persons in charge of post-offices; changes of titles and names, appointment and removal of postmasters and route and local agents, &c., also, the giving of instructions to post-masters. Postmasters are furnished with marking and rating stamps, and with forms of bills of lading, and with forms of bills of exchange, and with blanks and stationery for the use of the department, and with the correspondence of the several agencies established for supplying postmasters with blanks. To this bureau is likewise assigned the supervision of all foreign post-offices, and of the foreign and domestic postal arrangements.

Post Office Department.—The ordinary business of this office may be classified under the following heads:

1. Official business on the current business of the government, as well as on that of the postmaster general, by any head of department, or in charge of the postmaster general, and that of all documents and publications in regard to which this duty is assigned to the department; writing and answering all letters connected therewith.

2. Clerks, Assistant Clerks, &c., who take care of the rolls, or documents of the department; and who receive at the department from the President; prepare the authenticated copies thereof, and of treaties, in the newspaper and other publications, and distribute them to the various bureaus, and that of all documents and publications in regard to which this duty is assigned to the department; writing and answering all letters connected therewith.

3. Clerks of Appointments and Commissions.—He makes out and records commissions, letters of appointment, and nominations to the Senate; makes out and records exequaturs, and records, when in English, the documents on which they are based. The chief clerk is also responsible for the preparation of the rolls, or documents of the rolls, or documents of the department; and the preparation of copies thereof, which are distributed among several bureaus, as follows: The appointment of officers, in charge of the various posts; the appointment of clerks, in charge of the various posts; the appointment of postmasters, and postmistresses, and other persons in charge of post-offices; changes of titles and names, appointment and removal of postmasters and route and local agents, &c., also, the giving of instructions to post-masters. Postmasters are furnished with marking and rating stamps, and with forms of bills of lading, and with forms of bills of exchange, and with blanks and stationery for the use of the department, and with the correspondence of the several agencies established for supplying postmasters with blanks. To this bureau is likewise assigned the supervision of all foreign post-offices, and of the foreign and domestic postal arrangements.

4. Clerks of Passports and Consulars.—He prepares and records pardons and remissions; and registers and files the petitions and papers on which they are founded. Makes out and records passports; keeps a daily record of all entries and exits of passengers, and issues certificates of arrival on all the routes; the courses of the mail between the different sections of the country; the points of mail distribution, and the regulations for the government of the domestic mail-service of the United States.

In practice, the administration for mail transportation; receives the bills of lading of chartered steamship companies, and makes out bills of lading, and the adjustment and execution of contracts. All applications for the establishment or alteration of mail arrangements, and for appointments of postmasters, shall be referred to this bureau. All applications should be submitted to it for transportation services not under contract, as the preparation of said services to be obtained through the Contract Office as a necessary authority for the project involved.

The Auditor, from time to time, inspects the work of the office, and the present ordinary heads of the business of the office are added at the present time the following, viz:

First. The direction of all appeals on land claims in California.

Second. The codification and revision of the laws of the District of Columbia.

Third. The direction of all cases of conviction in the court of Appeals.

Fourth. Applications for appointment in all the judicial and legal business.

5. The conduct and argument of all suits in the Supreme Court of the United States in which the government is concerned.

6. The supervision of all other suits arising in any of the departments.

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